

OFFICE OF BUDGET AND PROGRAM PLANNING
MEMO 1 - TIMETABLE FOR 2007 BIENNIUM EXECUTIVE BUDGET AND 2005 BIENNIUM ACTIONS
Last updated Jan 6, 2004

Date (2004)	Budget Development	Long-Range Planning	Legislation
Jan 1		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
Jan 1		Treasure State Endowment Program (TSEP) application forms available from the Dept of Commerce	
Jan 6	OBPP issues Timetable for 2007 biennium Executive Budget (EB) & 2005 biennium budget transactions to agencies		
Jan 12		Dept of Administration (DofA) sends detailed instructions for major maintenance (MM) plan and Long Range Building Plan (LRBP) to agencies	
Jan 13			OBPP issues instructions to agencies for Legislation Proposals for the 2005 session
Feb	OBPP meets with agency directors and fiscal staff to discuss EPP and Budget Development policies		
Feb-March	OBPP analysts and LFD staff meet with agencies to plan reporting levels (RLs) and to review one-time-only appropriations (OTOs) file, which includes cats and dogs and direct transfers (ATs)		
Feb 10	OBPP transmits the Executive Planning Process (EPP) instructions for 2007 biennium EB proposals to agencies		
Feb 10	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
Feb 11	ITSD distributes instructions for IT agency plans and provides training to agency executives on strategic IT planning		
Feb 11-13	OBPP provides EPP/MBARS training		
Feb 15		Agencies submit to A&E a brief description of all LRBP requests exceeding \$250,000	
Feb 28		Cultural and Aesthetic Grant (C&A) application formats available from the Montana Arts Council (MAC)	

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March	OBPP and LFD analysts meet with agencies that operate internal services to review the level of detail that will be required in the EB	W ₂ ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application Workshops-[Missoula-9th, Helena-16th, Glasgow-30th, Billings-April 1st] [CDBG grant workshop to follow on the next day with the exception of Missoula which precedes it.]	
March	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules		
March 1	State strategic information technology plan provided to the Governor by the CIO and workshops held for agency staff on the agency IT		
March 11	ITSD workshops on agency IT planning templates		
April 1	Final Day for completion of all agency reorganizations and submittal on related BCDs to OBPP		
April 1	Updated state strategic information technology plan distributed to all state agencies by the CIO.		
April 15	OBPP issues guidelines for submission of enterprise and internal service funds		
April 16	Last day to finalize RLs and all types of OTOs with agencies and LFD; final decisions regarding which RL3s to print in EB [File maintenance will be required through FYE]		Agencies Submit Legislation Proposals (concepts) to OBPP
April 21-22	The LFD and OBPP conduct training on writing internal service fund budget requests		
April 30	Agencies submit EPP Present Law Adjustments and New Proposals to OBPP		
April 30	Agencies submit leased vehicle survey forms to OBPP		
May	Board of Regents approves MUS budget requests		
May	Board of Public Education approves K-12 budget requests		
May/June	EPP conferences with the OBPP and Governor		
May 3-31			OBPP sends EPP approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed
May 7		TSEP application deadline - due to Dept of Commerce	

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May 15	MUS FTE to be used in 2005 biennium Executive Budget due		
May 15	Agency IT plans due to ITSD	Applications for RRGL and RDGP due to DNRC	
mid-May	OBPP/LFD meet to discuss inflation/deflation factors		
May 24	OBPP provides files of program indicators and paper copies of organization charts published in the EB to agencies for review and edits		
May 28		Community Development Block Grant (CDBG) public facilities application deadline	
late May-Sept			Agencies present approved legislative proposals to interim legislative committees
June	ITSD meetings with agencies on agency IT plans and projects		
mid-June			Bill Drafting Workshops will be conducted by LSD at dates to be announced
June 16	Agencies submit fixed cost and special purpose schedules that are to be included in the July Budget Instructions (Rent, Tort Claims, ITSD, SABHRS, Central Stores, Central Mail, P&G, Payroll, Surplus Property, SWCAP, SFCAP, Warrant Writer, Equipment List, Agency Legal Services, Natural Gas Procurement, Energy Conservation Program, Motor Pool, Grounds Maintenance, Legislative Audit, ARMS, Records		
June 30	ITSD sends approval to agencies of agency IT		
July 1		LRBP requests and priority listings are due to DofA A& E division	
July 8	Agencies have all HR data processed and ready for snapshot for 2007 biennium personal services		
July 8	Board of Education approves recommendations and unified budget priorities to the Governor		
July 13	OBPP hosts fixed costs/inflation workshops for agencies to dialogue with service providers		
July 16	Final date for OBPP regular processing of FY 2004 BCDs		
July 19	OBPP sends approval notices to agencies		
July 20	Personal Services snapshot taken based upon July 9th payroll.		
July 21	LAST DAY for <i>emergency</i> FY 2004 BCDs to OBPP		

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July 23	FYE Closing		
July 28	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
Aug 1		C&A grant applications to Montana Arts Council postmarked on August 1	
Aug 9	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 12	OBPP sends EB request package to agencies		
Aug 13, 16, 17, 18	OBPP offers MBARS/budget request training		
Aug 23-31	Agencies submit budget requests to OBPP in accordance with approved schedule including proprietary funds (Section R of HB 2)		
Aug 23-31	OBPP transmits all budget request to LFD		
Sept	Budget/Legislation conferences with the OBPP and Governor		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 10	Agencies submit files of program indicators and paper copy edits of organization charts for inclusion in the EB		
Sept 15	Interim Study Committee reports due; agencies adjust budget requests if necessary		Agencies submit Final Drafts of Appropriations Bills & significant legislation to OBPP; conferences with the Governor's Office & OBPP are scheduled as needed
Sept 16	Agencies with more than 20 FTE submit to OBPP the plan to reduce certain proposed budgets to 95% of the base budget (17-7-111(3)(f))		
Sept - Oct	OBPP and LFD discuss revenue estimate detail by individual source		
Oct	Governor advises the Board of Education of her preliminary recommendations and receives comments from the board.		
Oct 7-8	OBPP/ITSD/agency conferences on IT major budget requests		
Oct 15	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Oct 18-20		Agencies review and comment on LRBP and MM recommendations	

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Oct 31			Agencies complete transmittal of final draft legislation to the LSD with copies to OBPP
Nov 1	OBPP provides LFD with present law base budget [statutory]		
Nov 4	Agencies submit notice of current and new BAs for inclusion in HB 4		
Nov 15	OBPP transmits Executive Budget, including all Long-Range Planning recommendations, the information technology summary and the proposed pay plan schedule, to the LFD [statutory]		
Nov 16	Revenue & Transportation Interim Committee adopts economic assumptions/revenue estimates		
late Nov	Legislative Caucuses [TBA]		
late Nov	Orientation for New Legislators [TBA]		
Nov 26	Last day to submit notice for additional BAs to be include in HB 4, as introduces		
Nov 29	OBPP mails/delivers Executive Budget to legislators and agencies		
Dec 1	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 1	Agencies confirm to the OBPP that their goals and objectives are current on the web page		
Dec 2	The Executive Budget is available at OBPP and on the Internet		
Dec 2	OBPP submits General Appropriations Act to LSD		
Dec 8	Audited FY 2004 general fund balance available		
Dec 13			OBPP and agencies begin preparing fiscal notes on pre-introduced bills
Dec 13-15			OBPP conducts fiscal note training for all
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		
Dec 20	LFD finalizes the Legislative Budget Analysis		
Dec 23			5 o'clock LSD deadline for pre-introduction of bills
Jan 3, 2005	Legislature convenes		
Jan 3, 2005	OBPP/LFD/managing agencies distribute recommendations, information and analysis, including LRBP, RRGL, RDGP, TSEP, and C&A reports the Legislators and others		
Jan 7, 2005	Governor-elect transmits recommended changes to the EB to the LFD and Legislature [statutory]		